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DDA 84-0046/23
15 June 1984



MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 15 June 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Security approval has been given to the Office of Training and Education for the use of overhead projectors in the two Information Science classrooms. These projectors permit the instructors to display both classified and unclassified information from the computer terminal directly on to the projector screens. This enables the students to see the commands for the systems and the results. This projection system has been used successfully for CAMS2 training.

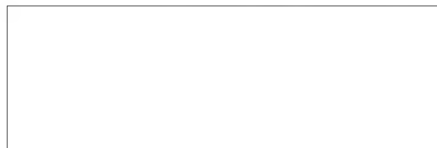
b. Excellence items:

(1) The Office of Personnel's data bases were changed on 8 June to reflect previously designated "professional" positions as "officer". This is part of our effort in excellence to avoid classifying employees as nonprofessional.

(2) A Benefits Fair from 5 - 7 June was conducted in Headquarters "J" corridor to explain the wide range of benefits offered to Agency employees. Major areas of interest were insurance and retirement programs.

(3) Mr. Frederick DeRoche, president of a Michigan consulting group, discussed resource management and outplacement with OP representatives. He indicated that the CIA outplacement program has the reputation for being one of the more advanced in government and industry.

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d. Based on legal guidelines published by the GAO, the Office of Finance will implement a random sampling audit process for domestic TDY travel vouchers. Significant cost savings in voucher processing is the goal of this survey.

e. The Office of Medical Services Training Officer met with representatives of the Medical Corps, U.S. Army, to arrange for OMS personnel to attend the Walter Reed Army Hospital's Advanced Traumatic Life Support Course.

f. A letter was signed by an Office of Information Services officer to the National Archives and Records Service (NARS) amending our original agreement regarding the transfer of 198 feet of OSS records. The letter cancelled the access restrictions that had been placed on these records and substituted the Memorandum of Understanding executed by the Archivist of the United States and the DDA. NARS planned to open these records to the public on 11 June 1984.

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h. During the reporting period, the Office of Security added 60,000 records of the United States Air Force Directorate of Intelligence into the 4C system database. An additional 35,000 Air Force records will be added in the near future.

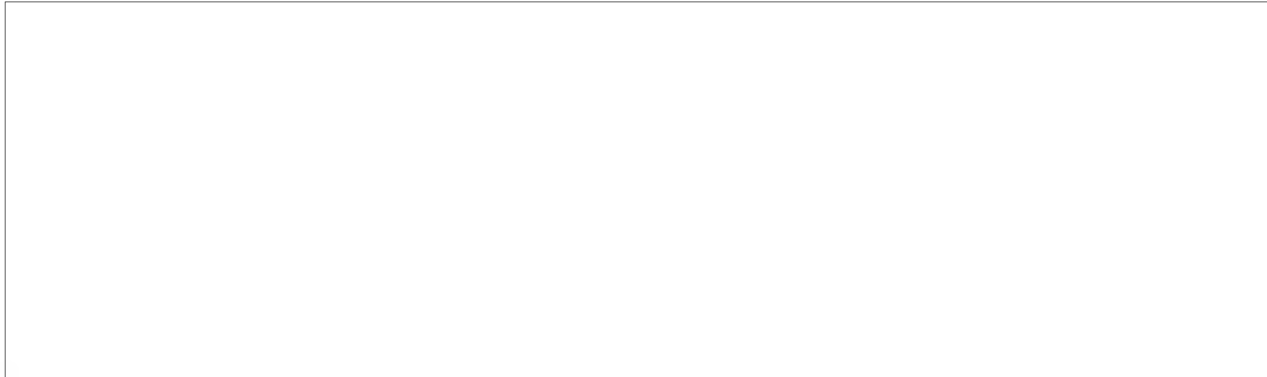
i. The new building contractor's major effort continues to be the fencing of the construction area. Maps depicting the fence line, parking lot, and building access routes have been combined in employee information displays which are located at the entrances to both Headquarters cafeterias.

j. Delta Scientific Corporation has indicated that they will begin the installation of the hydraulic barricades on the Headquarters compound this week.

k. The Office of Logistics is continuing its negotiations with lessors of the Ames, Key, and Chamber of Commerce Buildings on parking access controls. We hope to have security enhancements and parking arrangements completed sometime in July.

1. The Office of Development and Engineering has reduced the number of paper copies required on a specific category of cable traffic from 28 to 17, which should result in an estimated paper savings of 100,000 to 120,000 copies per month.

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o. The Office of Data Processing is providing introductory on-site training to DO Duty Officers who are new users of the central computer services. Future training sessions will be coordinated with the Duty Officer rotation schedule. ODP, because of DO interest, will also provide training and access to the AIM (Automated Information Management) system.

3. Significant activities anticipated during the coming week:

None.

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Harry E. Fitzwater

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